

**BY ORDER OF THE
SUPERINTENDENT HQ UNITED STATES
AIR FORCE ACADEMY**

USAFA INSTRUCTION 36-252

13 MARCH 2002

Personnel



**USING THE CADET GYMNASIUM, FIELD
HOUSE, AND ATHLETIC FIELDS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements USAFAPD 36-2, *Athletics*, by controlling use of the cadet gymnasium, field house, and cadet athletic fields. It applies to all Department of Defense (DoD) personnel with valid identification cards and their dependents, contract employees, and special group activities.

SUMMARY OF REVISIONS

Changes office designations and symbols; adds letter must be submitted 60 days prior to event (paragraph **3.5.1.1**); changes the use of the USAFA Form 90, **Air Force Academy Athletic Association Event/Activity Usage Request**, and establishes procedures for the Special Events Committee (paragraph **3.5.2.7**). A bar (|) indicates revisions from previous edition.

1. Using Cadet Athletic Facilities. The cadet gymnasium, field house, and cadet athletic fields primarily support cadet activities. Thus, cadets have priority in using all facilities. Other recreational use is on a first-come, first-served basis only as stated in this instruction. Individuals or organizations that do not comply with this instruction will lose their privilege to use the cadet athletic facilities. Unauthorized users, unless accompanied by an authorized user, will be asked to leave the facility by HQ USAFA/AH officials.

2. Responsibilities for Administering and Using Athletic Facilities:

2.1. The Director, Athletics (HQ USAFA/AH), Determines Who May Use the Facilities. Authority for exceptions (other than cadets) is based on availability, amount of use, control, and benefit to the USAFA. The Director, HQ USAFA/AH, through Events Management (HQ USAFA/AHSU) does the following:

2.1.1. Assigns noncadet users to one of these categories: (Personnel in categories A-D below must have a valid DoD identification card in their possession when using these facilities; this includes contractor personnel).

2.1.1.1. Category A. Military Personnel. (Includes active duty, guard, reserve and retirees.) Individuals may bring a maximum of one guest who must be escorted by the sponsor and participate in the same activity as the sponsor (racquetball, tennis, etc.).

2.1.1.2. Category B. Civilian Personnel Assigned to USAFA. Individuals may bring a maximum of one guest, escorted by the sponsor and participate in the same activity as the sponsor.

2.1.1.3. Category C. Dependents of Categories A and B. Dependents under 16 must be escorted by their sponsor at all times. Dependents (16 years or older) may use facilities unescorted by their sponsor and may bring a maximum of one guest (16 years or older) who must participate in the same activity as the dependent sponsor.

2.1.1.4. Category D. Contractor Personnel Assigned to USAFA.

2.1.1.5. Category E. Special Group Activities as Approved by the Director of Athletics. Category E personnel must possess an approved license or permit, signed by the Athletic Department's Chief of Events Management (or designated representative), to use the athletic facilities. Category E activities listed in priority order for use consideration are as follows:

2.1.1.5.1. Educational organizations, (i.e. other colleges, local area school districts).

2.1.1.5.2. National sports organizations in the interest of fostering amateur athletics.

2.1.1.5.3. Other sports organizations when deemed to be in the best interest of the Air Force.

2.1.1.5.4. Civic, nonprofit or charitable organizations.

2.1.1.5.5. Others as determined by the Special Events Committee to be in the interest of promoting the mission of the Air Force and the Air Force Academy.

2.1.1.6. Category F. Other Government Agencies. Other government agencies (FBI, Military Service Recruiters, Fire Departments, etc.) may use the facilities upon request and space-availability to conduct testing or training.

2.1.2. Maintains the athletic facilities and in-place equipment.

2.1.3. Schedules hours of operation.

2.1.4. Issues and controls all authorized athletic supplies and equipment.

2.2. What Authorized Users Must Do:

2.2.1. Remain with their guest or dependents at all times when using any part of the athletic facilities and be responsible for their actions while in the facility.

2.2.2. Furnish their own exercise clothing and equipment.

2.2.3. Properly use facility areas and equipment.

2.2.4. Be responsible for the security of the area being used or transited.

2.2.5. Be responsible for the safety of participants.

2.2.6. Wear appropriate footwear (indoor and nonmarking sole shoes).

2.3. What Authorized Users Must Not Do:

2.3.1. Remove or relocate any equipment.

2.3.2. Raise or lower basketball backboards.

2.3.3. Use swimming pools without a lifeguard on duty.

2.3.4. Use diving platforms in natatorium pool. (Platforms are authorized for use only for Physical Education classes, swim and diving team practices and competitions or for authorized groups with special permission.)

2.3.5. Relocate bulkheads in natatorium or intramural pools.

2.3.6. Use or operate fencing equipment.

2.3.7. Use gymnastic equipment in west gymnasium or gymnastics room.

2.3.8. Play racquetball, handball, or squash without proper eye protection.

2.3.9. Prop doors open after hours.

2.3.10. Be inside building after closing of facility without prior permission.

2.3.11. Use or operate scuba equipment without authorized supervision.

3. Operating Athletic Facilities:

3.1. Operating Hours. The hours for primary CADET use for the cadet gymnasium and the field house are from 0745-1100 and 1345-1830 during the week for physical education, intercollegiate practices, and intramurals. Hours for recreational use for personnel listed in paragraph [2.1.1.](#) and [2.1.1.6.](#) above will be posted accordingly. HQ USAFA/AH Facility Management posts the scheduled hours of operation for the cadet gymnasium and field house in a prominent place in each facility.

3.2. Denying Entry. HQ USAFA/AH staff may deny admission to users who cannot show proper DoD identification card, approved license, or permit.

3.3. Entering and Using Facilities During Nonduty Hours. When scheduled activities go beyond the normal posted hours, it may be necessary to assign access (keys/cards or door lock combinations) to a coach or other responsible individual from the Department of Athletics staff. This access will be limited to certain situations and will be evaluated regularly. These individuals will be responsible for the security of the facilities when present during nonduty hours.

3.3.1. Cadet Gymnasium entry is authorized only through the southeast doors.

3.3.1.1. Propping doors open during nonduty hours is not permitted. Users found propping doors open jeopardize their opportunity for use of the facilities during nonduty hours.

3.3.1.2. If security is required, noncadet athletic activities must pay for security during their activity.

3.3.2. USAFA Fire Department:

3.3.2.1. Authorizes locking north doors so they can be used only for exiting.

3.3.2.2. Agrees to perform periodic checks to ensure doors are not propped open.

3.3.2.3. Authorizes locking upper and lower boxing, aerobics, unarmed combat, judo, wrestling rooms, and west gym (including gymnastics area).

3.3.3. Clune Arena, Ice Arena, and multipurpose area lights may be turned on only by authorized HQ USAFA/AH personnel for scheduled practices and games. Emergency lighting around the multipurpose area is sufficient for indoor track use.

3.3.4. All catwalks are off limits, except as approved by HQ USAFA/AH personnel.

3.3.5. HQ USAFA/AH personnel periodically check the cadet athletic facilities and its users to ensure proper authorization and usage of facilities.

3.3.6. AH Operating Instruction 31-1, *Intercollegiate Rifle Range Security and Operation*, establishes the policies for the security of the intercollegiate rifle team assets and the operation of the intercollegiate rifle range located within the cadet gym.

3.4. Priorities for Use of Athletic Facilities :

3.4.1. Physical Education Department for classes (until 1500).

3.4.2. Intercollegiate teams (priority “Primary,” “Secondary,” and “Off” season).

3.4.3. Athletic Department Intramural program.

3.4.4. Athletic Department Sports Camps.

3.4.5. Cadet Athletic Clubs.

3.4.6. Other Academy affiliated organizations (i.e. 34 TRW, Dean of Faculty (HQ USAFA/DF), 10th Air Base Wing (10 ABW), etc.).

3.4.7. Category E activities as outlined in paragraph [2.1.1.5](#).

3.4.8. Category F activities as outlined in paragraph [2.1.1.6](#).

3.5. Requests for Use by Category E, Special Group Activities:

3.5.1. These requests must be:

3.5.1.1. Made, in writing, at least 60 days in advance of event, to HQ USAFA/AHSU, 2169 Field House Drive, USAF Academy CO 80840-9500.

3.5.1.2. Considered by the Special Events Committee. The Special Events Committee will have a legal advisor as a committee member.

3.5.1.3. If the requestor proposes to use the facility to conduct a religious service or activity, the request will be coordinated with the Senior Staff Chaplain (HQ USAFA/HC).

3.5.2. Approval of requests will be considered based on the following criteria:

3.5.2.1. Events do not conflict with any on going HQ USAFA/AH or other USAFA event.

3.5.2.2. Events are in support of or in the interest of USAFA, the HQ USAFA/AH, or furthering community relations.

3.5.2.3. Events assist in the recruitment of potential cadet candidates or future athletes.

3.5.2.4. Events do not constitute competing camps or clinics with HQ USAFA/AH programs.

3.5.2.5. Events do not involve regularly scheduled practices for outside groups, with the

exception of the ice rink for School District #20 and Falcon Youth Hockey/USAFA Youth Center.

3.5.2.6. The USAFA Vice Commander (HQ USAFA/CV) approves or disapproves all events recommended by the Special Events Committee via the Special Events Committee minutes.

3.5.2.7. Requesting organizations will be notified, in writing, whether they have been approved or disapproved. Upon approval, Events Management will require the requesting organization to complete the USAFA Form 90, **Air Force Academy Athletic Association Activity Usage Request**. This form will be the basis for Events Management to complete the facility use license agreement and send through the 10th Civil Engineer Squadron with appropriate charges being agreed to for facility use (in accordance with AFI 32-9003, *Use of Air Force Real Property*). Upon completion of an event, organizations will be invoiced by HQ USAFA/AHSU for their actual usage costs.

3.6. Areas Not Authorized for Recreational Use. No one may use the following areas for recreation unless approved by HQ USAFA/AHSU:

3.6.1. Intramural/Water polo (lower) swimming pool. (Except when events are held in the Natatorium Pool.)

3.6.2. Wrestling room.

3.6.3. Gymnastics room and north end of the west gymnasium.

3.6.4. Intercollegiate weight room in cadet gymnasium.

3.6.5. Golf putting greens adjacent to the cadet gymnasium.

3.6.6. Boxing rooms.

3.6.7. Judo room.

3.6.8. Indoor rifle range. Security procedures for the indoor range are outlined in AH Operation Instruction 31-1.

3.6.9. Outdoor Soccer Stadium.

3.6.10. Outdoor Baseball Stadium.

3.7. Areas for Limited Recreational Use:

3.7.1. Natatorium:

3.7.1.1. The Natatorium is available for recreational and cadet use on weekdays and weekends during posted hours only (when no other events are scheduled in the Natatorium).

3.7.1.2. HQ USAFA/AH will follow all guidelines established by AFOSHSTD 48-14, *Swimming Pools, Spas and Hot Tubs, and Bathing Areas*.

3.7.2. Lower cadet weight room and aerobics room.

3.7.3. Racquetball, squash, and handball courts.

3.7.4. Center and East gymnasium for basketball and volleyball.

4. Using Facilities Safely:

4.1. All recreational swimmers may use the pool only when a lifeguard is present. Recreational swimmers, 15 years and younger, will be accompanied by their parent at all times.

4.2. Users must wear all required safety and protective equipment during each activity. All racquet sport participants (such as squash, racquetball, and handball) must wear approved eye protection. Ordinary eyeglasses may not provide sufficient eye protection.

5. Form Prescribed. USAFA Form 90, **Air Force Academy Athletic Association Event/Activity Usage Request.**

RANDALL W. SPETMAN, Col, USAF
Director of Athletics